

# **NORMANDY BY THE SEA**

Minutes for Open Session Board Meeting

Held on January 21, 2020 at 5:30 pm

Location: Pool House

<http://normandybythesea.org/>

**Board Members Present:** Regina Balch (President), Linda Kewin (Vice President), Rosemary Calvi (Secretary), Kathi Stevenson (Treasurer) and Mikhanh Pham (Director). JD Richardson (JDR) was represented by Sylvia Lopez.

**Homeowners present:** None

**Board President Regina Balch called the meeting to order at 5:34 p.m.**

## **MEMBERS' COMMENTS:**

Water heater maintenance, lighting and elevator service.

## **APPROVAL OF MINUTES:**

**M/S/A** December 17, 2019 open session meeting minutes **approved**. The corrected November 15, 2019 minutes were **approved**.

## **LANDSCAPE REPORT:**

Treebeard representative Alvaro Lopez, Landscape Committee Chairperson Carter Schroy and JDR representative Sylvia Lopez conducted the inspection. Dead plants to be removed. Plants by front entrances to be watered. Treebeard will trim as needed.

## **MAINTENANCE REPORT:**

- Maintenance Calendar
- Elevator maintenance schedule, fluid spill & key switch
- Fire extinguisher annual inspection
- Washer in A building hose fixed and now working
- Lighting GFCI receptacle and photo cell replacements
- Repairs list for Centerpoint to be scheduled with laundry room renovations.
- To prevent plumbing backups, Owners can check/replace elbow pipes and clear out drains regularly with hot water flush, Drano, Liquid Plumber, etc.

## **FINANCIAL REPORT:**

**M/S/A** December, 2019 unaudited financials reviewed by Treasurer and accepted by the Board.

- Remaining balances from prior 2017 escrow closings written off.
- Letter from owner regarding 2019 audit and CD investment information reviewed.
- Special assessment funds to be transferred from operating to reserves. Special assessment expenses to be paid from reserves.

- Quarterly transfer of \$1,500 from laundry income account to operating per budget
- Kathi Stevenson noted double payment in November for janitorial contract. JDR to research.

**OLD BUSINESS:**

**B24 LEAK & B34 WATER TEST UPDATE.**

Ongoing      Renewal by Andersen contractor scheduled to replace slider in B34.

**ROOF INSPECTION.**

Pending      McConnell Roofing is tentatively scheduled for mid-February for inspection of A building roof (replaced 2017) and assessment of B building roof.

**LAUNDRY ROOM, MACHINES & SPA SCHEDULING.**

Ongoing      Centerpoint to submit proposal for laundry room painting and door handle installations. Valve replacements for washers scheduled for installation. JDR to coordinate with Centerpoint and flooring and laundry machine vendors. Spa remodel is almost complete. Board is satisfied with the project so far and noted the pool contractor's crew has done a good job.

**VALVE & INSULATION INSTALLATION.**

**M/S/A**      Ability Plumbing proposal for laundry room insulation and valves and B building faucet accepted for \$3,589.16 to be paid from reserves and has been scheduled for installation.

**A BUILDING WATER RUNOFF.**

Ongoing      Board discussed French drain proposal from Treebeard in the amount of \$4,340.00 to alleviate water runoff along the east side of the A building. JDR to obtain recommendation from masonry contractor. Additional solutions to be discussed.

**BALCONY FASCIA REPAIR.**

Pending      Fascia and balcony repairs to be inspected and scheduled for repair/replacement. Lightwell issues also discussed. Sandbags to be placed in lightwell areas.

**B10 REIMBURSEMENT REQUEST.**

**M/S/A**      Board discussed request for full reimbursement in the amount of \$2,227.52 from Unit B10 for kitchen overflow. The Board agreed to reimburse the owner. However, the Board does not agree that this was an HOA issue but conceded only because the HOA is unable to prove the clog was caused by the tenant and exclusive to Unit B10.

**RESTATEMENT OF GOVERNING DOCUMENTS.**

Tabled      No action taken at this time.

**NEW BUSINESS:**

**ELEVATOR ISSUES.**

Ongoing JDR contacted elevator company. An updated log will be placed in the elevator rooms and

**B 1<sup>ST</sup> FLOOR CARPET.**

Ongoing Board reviewed carpet tile sample photos. JDR to contact Metro Flooring to provide carpet roll samples.

**B GARAGE GATE.**

Ongoing Garage Door Medic submitted proposal in the amount of \$759.00 for replacement of the brake solenoid on the B garage door to be paid from operating as a maintenance item.

**BOILER SEDIMENT CLEANING.**

Ongoing Board agreed to schedule ASAP to perform annual water heater inspection and clearout.

**ADJOURN.**

Board President Regina Balch adjourned the meeting at 6:46 p.m.

Next meeting scheduled for Tuesday, February 18, 2019 at 5:30p.m. at the Pool House.

Signed Rosemary Crhi Date 2/18/2020